

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO.

DDA 87-2200X

DATE

21 October 1987

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/OP

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Ted:

I think you should identify a data base administrator for ELECTRAS ASAP. Having had a little experience in this arena, with a new system like ELECTRAS, you have got to have it right from the beginning.

/s/ Bill

William F. Donnelly

Distribution:

Original - Addressee

1 - DDA Subj

1 - WFD Chrono

100-17

TRANSMITTAL SLIP		DATE 10/9/87
TO: DDA		
ROOM NO. 7D18	BUILDING Hdqs	
REMARKS: ms/DA _____ 16 OCT 1987 EXA _____ <i>CD</i> 19 OCT 1987 <i>See comment 5+7 re: resource</i> DDA _____ <i>N</i> DDA/Registry OF + OIT received info copies.		
FROM: Audit Staff		
ROOM NO. 1201	BUILDING Key	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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87-2200X

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8 October 1987

MEMORANDUM FOR: Director of Personnel

VIA: Inspector General

FROM:

Acting Deputy Inspector General for Audit

SUBJECT: Report of Audit Appraisal, Electronic Time
and Attendance System, 30 September 1987

1. Subject report is attached for your review.

2. The report summarizes the background, scope and results of our ongoing audit of the development of the Electronic Time and Attendance System. It contains no recommendations. We do, however, offer some comments on staffing the project to ensure the continued successful and timely implementation of the system.

3. We appreciate the continuing cooperation and assistance extended to the auditors.

Attachment:
As stated

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SUBJECT: Report of Audit Appraisal, Electronic Time and
Attendance System, 30 September 1987

25X1

C/AS/ISAD (29Sep87)

Distribution:

Orig. - D/OP

~~1~~ - DDA

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REPORT OF AUDIT APPRAISAL

Electronic Time and Attendance System
30 September 1987

SUMMARY

1. The administrative procedures and computer software for the Electronic Time and Attendance System (ELECTAS) are now operational and meet generally accepted standards for reliability and integrity. This successful joint effort by the Offices of Finance (OF) and Information Technology (OIT) will be installed throughout the Agency's domestic activities on an office-by-office basis over the next three years.

2. The comments in this report concern establishing the position of Database Administrator within Compensation Division to better coordinate the time and attendance (T&A) processing and the resolution of errors; augmenting the staff of the training team to speed up implementation of the system; and establishing a more flexible historical database to support management inquiry.

SCOPE

3. The Audit Staff's participation in the development and implementation of ELECTAS was intended to provide a reasonable assurance to Agency managers that their objectives were achieved and to ensure that an auditable and properly controlled system was developed. To this end, the Audit Staff reviewed all stages of the project life cycle and conducted an independent processing of test data and analysis of results. This review adhered to the General Accounting Office's Standards for Internal Audit of Computer-Based Systems, and also included an analysis of administrative functions to evaluate the effectiveness of internal controls and procedures and to ensure compliance with Agency regulations.

BACKGROUND

4. ELECTAS provides the Agency with a computerized process for recording duty status and also provides immediate access via terminal inquiry to current and prior records of duty status. ELECTAS will be used throughout the Headquarters area and at all domestic locations to report biweekly T&A data, replacing the paper T&A cards currently used. This system has enhanced the payrolling process by saving time in the preparation and processing of T&A data, by reducing the number of amended T&A reports, and by reducing the number of adjustments required to correct data entry errors.

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